



Training Workgroup Meeting Notes

TO:
Training Workgroup Members

FROM:
Colleen Graber, PPA

SUBJECT:
Training Workgroup Meeting Notes,
December 3, 2008

DATE:
December 11, 2008

Items Relevant to Other Workgroups

- Pass along to Communications Group that there could be a link to the existing CEDAM job posting site.
- Share with the Communications Group that they could help us think about alternate ways to reach people.
 - Everyone does not have internet access, and it seems like we are taking a very technological approach to communications. However, it was also noted that the social networking sites may be used to share information.

Attendees

- Lisa Chapman
- Jeff Betlewski
- Susan Hanington
- Lindsey Bishop
- Monica Bellamy
- Shannon Baltimore
- Cindy Arneson
- Patricia McCaffery-Green

Discussion Items

- Charter status
 - Charters were given to the DRT at their November meeting.
 - DRT would like a current roster for the Training Workgroup but the Charter was approved.

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- If it is determined that there are changes needed in the future, those changes will need to be taken back to the DRT.
- Campaign to End Homelessness Web site
 - PPA has met with the vendor, Pace and Partners, and the MSHDA communications staff to discuss the site.
 - ◆ The site is going to be completely revamped and it should be completed by spring 2009. Suggestions from the workgroups were shared with Pace.
 - ◆ There is still some opportunity for input. Colleen can pass any recommendations along.
 - There were two initial recommendations.
 - Doing a ListServe, where questions and concerns are posted and sent out to everyone.
 - Having a blog on the Web site where people could post questions and answers.
- Campaign e-Newsletter
 - PPA is working with MSHDA communications staff to create a new e-newsletter.
 - ◆ The newsletter will contain some information about each of the workgroups and will also have links to each of the workgroups' meeting minutes, in addition to other information related to the Campaign.
 - ◆ To receive the newsletter, you must sign up for it. Colleen can pass along sign-up information if you have not received an invitation yet.
 - ◆ The first e-newsletter is due out the week of December 8.
- Workgroup Action Plan
 - The plan will be submitted to the DRT at their January meeting. They want to understand what is going to be happening across all the workgroups.
 - Colleen added draft outcomes and timelines for all of the tasks identified by the workgroup prior to this meeting.
 - The group discussed the Action Plan contents and made these suggestions:
 - ◆ Action 2.1.2
 - Could suggest something similar to the “city planners’ night out” where people can meet and talk about what things are going on. One person sends out an e-mail, picks a place, and asks for interest. Sometimes there is a forum if someone wants to speak, but the design is to increase communication and forge relationships.
 - This might be a recommendation to the regions if there is a need for contact among frontline staff regarding local issues. Certain recommendations to the councils to encourage these and how they are done. Region 1 is going down this path because they are not getting anywhere with the conference calls. The face-to-face meetings are how they are getting things done. They have a meeting scheduled in February.
 - ◆ Action 2.2.2
 - One suggestion is that incentives might be categorized into financial, community, municipal, etc.

- ◆ Action 3.3 - Enhance staff development and training to motivate, retain, maximize performance, and expand knowledge of line workers in grassroots shelters and related community-based homeless programs or services.
 - Could do a survey to determine gaps where performance is lacking.
 - Because the target population is quite broad, it might be a good idea to start with the easily identifiable agencies and then expand from there.
 - A follow-up task would be to determine how to approach overcoming these challenges.
 - If the survey were to find that staff turnover was really bad and there were issues associated with that, the workgroup could share that information with other groups that have specific training targeted at that, but the workgroup would not be developing the training.
- ◆ Action 3.4 - Increase technical assistance and training for increasing both housing production and effectiveness of related services.
 - This seems to be covered under other actions in the Action Plan.
 - Overall, there needs to be increased awareness about training opportunities.
 - If there were a calendar on the Web site or in the eNewsletter about upcoming trainings, that would be useful.
 - Perhaps action 3.4 is not needed.
- Other Action Plan Issues
 - ◆ The timeline for strategy 1 will be difficult to pin down because it is linked to the development of the Web site.
 - ◆ Outcomes were added to help us understand what is going to change as a result of what the workgroup is going to try to accomplish.
 - ◆ There is an issue about how to get the information out to people.
 - There are still a lot of places where people do not have access to computers all the time or even some of the time. This would indicate that information cannot only be posted online.
 - Sometimes the people who do have access become key informers for everyone else by posting it on the wall or bringing it up in a staff meeting, etc.
- Action assignments
 - The whole group does not have to work on each element. The number of people in each task team will depend on what the task is, but for coordination purposes one probably would not want more than 3 or 4 people.
 - Because of the number of people in the workgroup, people do not need to be on more than two tasks, unless they are very interested in a topic. Everyone in the group should participate on a task team.
 - The smaller groups would report back to the larger group at the meetings and/or by e-mail.
 - The goal is to have anyone who can begin to get started. The discussed task teams should begin work prior to the next workgroup meeting.
 - For some tasks, the workgroup may not necessarily handle everything; it can pass tasks on to another group or refer it to the DRT, depending on what is needed and who is best positioned to complete the task.
 - Volunteers so far (by action item):

- ◆ 1.1.1 – Lindsay, Chuck (?)
- ◆ 2.1.2 – Shannon
- ◆ 2.1.3 – Lisa, Lindsay (?)
- ◆ 2.2.1 and 2.2.2 – Lisa
- ◆ 3.2.1 – Shannon, Pat, Monica, Jeff
- ◆ 3.2.2 – Pat, Chuck (?), Lindsay
- ◆ 3.3.1 and 3.3.2 – Lindsay, Pat

Tasks Completed

- Action 3.3 was discussed and clarified.
- Action 3.4 was removed.
- Members volunteered to work on particular actions.

Tasks Assigned

- Lisa
 - To send Patricia a copy of the Training Workgroup Charter and all other workgroup materials.
 - Susan would like a copy of the CTEH organizational chart.
 - E-mail to the whole group:
 - ◆ Workgroup roster with contact information so the task teams can begin to work together before the next meeting.
 - ◆ To ask for more volunteers for the tasks.
 - ◆ To distribute updated Action Plan.
 - ◆ To ask workgroup for alternative time or date for meeting week of January 5.
- Colleen
 - To send the DRT a quarterly progress report for the workgroup.
 - To send Lisa an updated Action Plan.
- Anyone who has not received an invitation to sign up for the Campaign to End Homelessness e-newsletter should contact Colleen.
- Also see task team assignments noted above.

Next Meeting

- TBD — Lisa has a conflict on January 7. Maybe will reschedule for an afternoon time or change to January 8.